



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

PROGRAM COORDINATOR JACKIE & STEVE KANE PROGRAM CENTER

The Program Coordinator contributes to the success of the Y by developing and delivering quality youth and healthy living programming. Primary responsibilities include managing programs and staff, enhancing the participant experience, and supporting efforts to drive membership and program growth and participation. The Program Coordinator will serve as a lead instructor in a number of classes and summer camp.

A successful coordinator will have experience working with all ages, supervising staff, managing budgets, and developing programs. Personal skills such as relationship building, communication, motivation, discipline and cooperation, along with leadership and management of a diverse group of people, is essential.

The Program Coordinator must be 18 years of age; three years of related experience is preferred.

Starting Wage:

- Starting wage is \$19-21/hour, based on experience.



**WORK
AT THE Y!**

Screening process will start immediately as applications are received.

Please visit doorcountyyymca.org for a full job description, and a list of other opportunities or to download an application.

Hours:

- Full-time, mostly weekdays
- 40 hrs/wk, flexible scheduling

Full benefits package including health, dental, life insurance, time off, retirement and FREE YMCA membership.

**GENEROUS
PAID TIME OFF**

**OUTSTANDING
BENEFITS**

**FREE
Y Membership
and program discounts**

**CHILD
CARE
DISCOUNTS** Including Onsite Kid Care School Age Care and Day Camp!

IT'S FUN!

There is something new and exciting happening every day at the Y!

**HEALTH
INSURANCE**

A variety of insurance packages are available.

**CAUSE
DRIVEN**

Work with passionate people and help make our community a better place!

DOOR COUNTY YMCA | www.doorcountyyymca.org

Jackie & Steve Kane Program Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949



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DOOR COUNTY YMCA

Job Title: **Program Coordinator (Kane Center)**

Job Code: NDPSC

FLSA Status: Full Time/Hourly (40 hours/week)

Job Grade: Grade 7

Reports to: KC Youth and Healthy Living Director

Revision Date: 9/19/2024

Leadership Level: Team Leader

Department: Healthy Living

POSITION SUMMARY:

Under the direction of the Youth and Healthy Living Director and in accordance with the policies of the Door County YMCA, the Program Coordinator will develop and deliver youth and wellness programs and services that help participants achieve healthier body, mind, and spirit. Key elements of this position include designing, delivering, and coordinating branch youth and healthy living programming, including a variety of classes, LifeStyle Center services, Personal Training, ForeverWell, Community Closet, and Special Events. Other duties include LifeStyle Center orientations, cleanliness, and coordination of equipment maintenance. Being a team player for the management of this smaller branch will include providing support for all facets of daily operations, including facility cleanliness, member service and Welcome Center support, conflict resolution, and anything else deemed necessary to meet the overall goals and objectives. The responsibilities of this position require that the Coordinator work on-site.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Create a welcoming environment where members feel safe and supported, relationships are developed, and staff are friendly and knowledgeable. Step into whatever duties are necessary to ensure effective and efficient daily branch operations. Be a positive sales person for the YMCA; communicate member benefits and program services to prospective participants. Share the Y story with everyone who enters our doors.
2. Be knowledgeable about all YMCA programs, policies and procedures to enforce and/or promote to members and guests. Dispense accurate and timely information regarding the YMCA. Connect members with programs and services that support their identified goals.
3. Under guidance of the Director, research, develop, implement, evaluate, and manage programs which incorporate community needs/wants. Develop and direct on and off-site programming consistent in quality and delivery, while meeting member and partner expectations.
4. Assist Director in managing staff and volunteers including substitutions, administrative duties, hiring, training, and/or mentoring.
5. Instruct participants and train instructors safely and effectively on strength and aerobic equipment in the Lifestyle Center and Free Weight Room. Assist participants with their programs by actively correcting form, speed of movement, and positioning. Circulate and greet participants so everyone feels welcome.
6. Manage the LifeStyle Center orientation process, ensuring that new members are acclimated to their membership and have made connections to feel supported in this process.
7. Model, implement and enforce cleaning and safety protocol in the workout centers, and overall facilities, to support member safety and elevate member satisfaction.
8. Coordinate and promote the Kane Center Community Closet.
9. Establish and enforce Best Practices across the organization.

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P (920) 743-4949 F (920) 743-8812
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

10. Implement quarterly member engagement initiatives to motivate participants to new goals and increase participation in the wellness areas.
11. Understand and effectively use various software programs to support program and membership offerings, manage income and expenses, and track human resource utilization. Help other staff and members also utilize and access these programs.
12. Using Listen First skills, set, model, and exceed member service expectations (both internal and external).
13. Foster relationships with managing staff across the organization. When feasible, work to collaborate, communicate and understand procedures to support consistency and quality across the organization.
14. Support collaborative relationships with community organizations; promote the YMCA as a community partner. Develop and strengthen relationships to build program and membership awareness and increase referrals.
15. Assure own professional growth through reading, study, and conference attendance.
16. Exemplify, promote and incorporate Y mission and values in all aspects of job performance and relationships.
17. Adhere to, and be ready to implement applicable Risk Management and Personnel Procedures as identified in related handbooks. (Handbooks can be found on the Staff Resource Portal)

LEADERSHIP COMPETENCIES:

1. Inclusion
2. Developing Self & Others
3. Functional Expertise
4. Program Management

QUALIFICATIONS:

1. At least 18 years of age. Associate’s or higher degree in a related field is preferred.
2. Ability to work with participants of all ages and abilities, as well as, demonstrated strong skills in working with and motivating people in a positive manner.
3. Excellent verbal and written communications skills, particularly the ability to read, analyze, write, and edit reports according to prescribed style/format and correspond with businesses and community members.
4. Ability to effectively present information and respond to questions.
5. Ability to meet deadlines, as well as the ability to collect data, establish facts and solve problems.
6. Ability to manage a multi-faceted budget.
7. Obtain CPR/AED for Professional Rescuers and First Aid Certificates within 90 days of hire; keep current.
8. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
9. Complete New Employee Orientation within 30 days of your hire date.
10. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.
11. Additional position specific trainings: Orientation to Healthy Living at the Y, Foundations of Listen First, Principles of Member Health and Wellness, Foundations of Group Exercise at the Y (offered by ACE) and Foundations, Wellness Center at the Y, Group Exercise at the Y, Foundations of Strength and Conditioning at the Y, Silver Sneakers and others as deemed appropriate. Continuing education credits will be necessary on a continual basis to keep healthy living certifications current.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
3. Position requires the ability to perform physical activities with considerable use of arms and legs, while moving entire body over a period of time. The employee frequently is required to stand, sit and reach, and must be able to move around the work environment.
4. Position requires the ability to engage in physical activity and lift and/or move up to 50 lbs.
5. The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s Date